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3				
4	Change Request for Default Accounting Codes			
5				
6	Form To be Completed by the Business Manager:			
7	Business Manager Name:		Contact Number:	
8				
9	Date of Request:		Effective Date:	
10			Pay group:	
11	Government Unit Code Defaults			
12				
13	*Govt Unit	Dept ID	Fund	Program
14				
15				
16				
17				
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21				
22	*Complete only if you want to change the current fund, if this is a request for a new GU payroll will assign new unit number			
23	Fund Splits Defaults			
24				
25	Govt Unit	Fund	Percentage	
26				
27				
28				
29				
30				
31				
32				
33	* Insert Rows as needed			
34	Email Completed Form to:			
35	Penny.Walker@state.vt.us and Joanne.Cyr@state.vt.us			
36	*****NOTICE*****			
37	This form should be submitted via Email before the close of each payperiod if you wish to make changes to the default codes			
38	Internal Payroll Use only:			
39	Date Change Posted:		Pay Date Effective:	
40				